



FY 06 EMERGING LEADERS PROGRAM

Participant Requirements

1. Pre-Session for Week 1:

Before you come to your first session, the following packages will be forwarded to you for completion via the e-mail address you provided. To ensure appropriate credit is provided for graduation, please ensure you timely meet stated completion dates:

a. Emerging Leaders Work History and Background Information

Part of the application process. *(Done)*

b. Complete the following actions immediately not later than (NLT) 3 Aug 2005 *(Website provided by OPM)*

1) Myers-Briggs Type Indicator (MBTI) on-line

This assessment examines personal preferences in four key component areas: extraversion/introversion, sensing/intuition, thinking/feeling, and judging/perceiving.

2) Fundamental Interpersonal Relations Orientation-Behavior (FIRO-B) on-line

This instrument helps individuals rate their expressed and wanted behaviors in three key interpersonal areas: inclusion, control, and affection/openness.

2. Before Second Session Starts:

Complete the following items:

a. Individual Action Plan #1

- **Draft due to Consultant: 18 Aug 05**
- **Final due to your Consultant: NLT 22 Sep 05**
- **Forward your graded IAP to Your Supervisor and Lead Consultant: NLT 6 Oct 05**

- 1) IAP's provide an opportunity for Fellows to practice their skills as they apply the competencies from week 1 (*influencing/negotiating, interpersonal skills, oral communication, continual learning, resilience, flexibility, leveraging diversity, problem solving, external awareness, and creativity/innovation*) to their own organization and work environment.
- 2) Your paper will be based on experiences learned in class:
 - Leadership is personal - take it personal and write what and how you've learned from this Emerging Leaders course.
 - Vocabulary, grammar and basic writing skills count and are expected. You are learning to be an Emerging Leader and that means learning to speak and write like an Emerging Leader.
 - Refer to IAP sample (Attachment #1)

b. OPM 360-Degree Multi-Rater Feedback Instrument

- **Complete NLT 30 Sep 05**

This assessment highlights the five Executive Core Qualifications (ECQ's) and the 27 leadership competencies within the five categories. Special emphasis is placed upon the competencies that the Emerging Leaders Program has covered.

- This process allows you to learn from the feedback you requested and determine how to use the information to be that Emerging Leader.
- Initiate action for this feedback as soon as possible (your evaluators will need some time to complete feedback for you).

c. Leadership/Management Book Review

- **Due to Phil Evans of OPM: NLT 14 Oct 05**

- 1) The review of leadership/managerial literature is designed to actively involve the Emerging Leaders Program participants in broadening their knowledge in the fields of leadership and management development.
- 2) The major objectives of this Emerging Leaders Program component include:
 - enhancing each participant's sensitivity to leadership/management environment issues, trends, and leadership/management concepts that may impact effectiveness as leaders, managers, and supervisors and strengthening analytical skills; and
 - providing a broader perspective of organizational cultures, dynamics, and climate.
- 3) Read a book and assess what impact the message has for you as the Emerging Leader.
- 4) Follow Book Report format (See Attachment #2)

d. DiSC Personal Profile

- **Complete NLT 21 Oct 05**

Unlike the MBTI (examined in week 1) which focuses on innate preferences, the DiSC Personal Profile highlights preferred behaviors and how our work environment affects our behaviors.

- You are expected to examine this process and determine application to your particular environment.

3. Post-Session following Session 2:

a. Individual Action Plan #2

- **Draft due to Consultant: NLT 13 Nov 05**
- **Final due to Consultant: NLT 13 Dec 05**
- **Forward your graded IAP #2 to Your Supervisor and Lead Consultant: NLT 6 Jan 06**

IAP's provide an opportunity for Fellows to practice their skills as they apply the competencies from week 2 (interpersonal skills, communication, leveraging diversity, team building, conflict management, problem solving, influencing/negotiating, and flexibility) to their own organization and work environment.

b. Research Paper

- **Due to Consultant: NLT 13 Jan 06**
- **Consultant returns to you: NLT 20 Jan 06**
- **Forward graded paper to Lead Consultant: NLT 27 Jan 06**

The research paper is the capstone assignment for the Emerging Leader experience. It represents:

- The distillation of your class learning, IAP's, and outside reading(s).
- Based on your own thoughts and the facts and ideas you have gathered from these sources--the paper is a creation that is uniquely yours.
- The experience of gathering, interpreting, and documenting information; developing and organizing ideas and conclusions; and communicating them clearly represents the final step in the journey through the PLA's Emerging Leaders Program.
- Follow submission format for Research Paper (See Attachment #3)

4. Special Note:

Consultants are volunteers who in most cases also are Pacific Leadership Academy graduates. They take their role seriously—they serve as your personal coaches/guides. (Refer to IAP Reference Guide for more information on your Consultant's role. Guide will be issued during Session #1.)

- a. All three assignments due dates are expected to be met with very little room for exceptions. Your are expected to ensure and verify that your final product is delivered to your Consultant and meets stated objectives. Failure to do so, may result in discharge from program and formal letter initiated to your command.
- b. Communicate regularly during the implementation and analysis of each action plan.